Application Process
Grades 3-5

Thank you for your interest in applying to St. Andrew’s. Before you begin the online application process, carefully review the application details and important deadlines.

Application Deadline
Priority is given to completed applications received by February 1, 2020. We cannot guarantee that openings will be available after the initial round of admissions; therefore, we highly encourage parents to apply by the deadline. After the deadline, applications are accepted on a rolling basis, if space is available.

Application Process
A completed application to 3rd through 5th grade consists of the following items:

1. Online Application Form
2. Teacher Recommendation Form
3. Academic Record/Transcript
4. Applicant Assessment & Shadow Visit
5. Parent Interview

Although not required, parents are strongly encouraged to tour the school and/or to attend an admissions event. Please see Visit St. Andrew’s on our website or contact the Admissions Office to schedule a time to visit.

1. The Online Application
To apply, click on the yellow “Apply Online Here” button on the Admissions webpage. You will be asked to create a personal account with mySAS, our admissions portal. If you are a current parent, please log in to your existing mySAS account and click the “Apply” button under the “Resources” tab. You can track your application status by logging in to your account and reviewing the online checklist. A $100.00 application fee is required with the submission of an application. St. Andrew’s provides fee waivers for families that qualify for tuition assistance. Please contact Priscilla Lund, at plund@sasaustin.org, or 512-299-9802, to inquire about a fee waiver.
2. Teacher Recommendation Form
The teacher recommendation form is available through the online checklist. Please log in to mySAS and click on your student’s name (or hover over “children” if you have multiple students applying). In the “Teacher Recommendation” tab, click the ‘Start’ button and follow the instructions. We request that your child’s current teacher completes the form. The teacher will submit the completed form directly to St. Andrew’s.

3. Academic Records/Transcript
We require your child’s academic records for the current grade, plus two prior grades, if applicable. Parents can either upload academic records directly to the mySAS portal or use the Transcript Release Form to have the records sent directly to St. Andrew’s. To upload records directly to the mySAS portal, click on the highlighted “Academic Records/Transcript” link from the online checklist and follow the instructions. Alternatively, your may utilize the Transcript Release Form and request that your child’s school send the records directly to St. Andrew’s. We recommend that you upload or request transcripts in January, 2020 after the first grading period. All school records are due February 1, 2020.

4. Applicant Assessment/Visit
To schedule your student’s visit, please contact Kapie Breed kbreed@sasaustin.org. Applicants to 3rd through 5th grade visit with their peer group (applicants to 3rd grade will visit with 2nd graders, etc.) from 7:45am to 1:15pm and take a reading and math assessment. Your child will participate in daily activities in a classroom setting. The information gathered during this visit helps the Admissions Committee ensure that a child is a good fit for St. Andrew’s. Student visits begin in November.

5. Parent Interview
Parents of 3rd through 5th grade applicants are required to visit with a member of the Admissions Committee. The parent interview is scheduled at 7:45am on the same day as your child’s visit. If you cannot meet for the parent interview on the same day as your child’s visit, please email the Admissions Office.

Admission Decisions
Guided by our commitment to the School’s mission, an Admissions Committee of teachers and administrators reviews the applicant and application materials. Admission decisions are based on a combination of criteria including evaluation of the applicant's visit, academic records/transcripts, assessment information, teacher recommendations, and balance within a grade level. Admission decisions will be announced through our online portal at 4:00pm on March 6, 2020.

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